



# Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration  
APRIL 2018 - Volume 25, Issue 4

## Employee of the Month

### GSD's Rick Morris a Good Example for Co-Workers



**Rick Morris**  
April Employee  
of the Month

Rick Morris, a custodian for the General Services Division, has been selected as the Department of Administration's *Employee of the Month* for April.

A state employee for 37 years, he is responsible for cleaning and maintaining the Governor's and Secretary of State's offices, including vacuuming, mopping, removing trash from receptacles, and cleaning the bathrooms.

"Rick is very good employee

who is always helpful and is a team player," said the co-worker who nominated him. "After years of tireless service, he never complains and helps anyone who asks. He never misses work and is a good example for the rest of us to follow."

"He cleans in high-profile areas and receives many compliments," said another co-worker. "This shows that Rick is performing at a very high level of service."

When he's not working, Morris enjoys spending time with his family and playing basketball.

Morris will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary John Myers on Thursday, April 5, 2018, at 3:30 p.m. in the Lower Rotunda of the Capitol.

### BRIM Helps Agencies Prepare for Active Shooter Events

Unfortunately in today's world, active shooter situations are events for which government agencies across the country must be prepared, and West Virginia has taken steps to help its agencies minimize the effects should such an event occur.

The Board of Risk and Insurance Management (BRIM) recently prepared guidance for agencies to reinforce their current efforts to lessen the risk of a catastrophic outcome. This Active Shooter Strategies document may be found at <https://brim.wv.gov>, under *Announcements and RFP's*. "Careful planning can help save lives, reduce bodily injury, and minimize business disruption, among other



During a training offered to the Purchasing Division, John Fernatt (left) and Chuck Mozingo (right) from the Board of Risk and Insurance Management (BRIM) showed how to respond in an active shooter situation. BRIM offers this free training to state agencies.

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## SNEAK PEEK

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# Financial Audits Completed Ahead of Schedule

The Department of Administration has completed the Comprehensive Annual Financial Report (CAFR) and the Single Audit ahead of schedule.

The CAFR presents the overall financial condition of the state for the fiscal year that ends June 30 of each year. A Single Audit is required for any entity with federal award expenditures of more than \$750,000 in a year. The objective of the Single Audit is to show the federal government that federal assistance funds are properly spent.

The CAFR includes financial information from many state agencies that must be submitted before the Single Audit can be completed. This year was the earliest completion of the CAFR since 2002 and the earliest completion and submission of the Single Audit since 2004.

“The Department is pleased with the

response from our state agencies this year to finalize the Comprehensive Annual Financial Report in a timely manner,” said Cabinet Secretary John Myers. “It is our goal to ensure these reports are submitted expediently, accurately, and completely. I applaud the full cooperation of state agencies and our Finance Division this year to achieve this endeavor effectively.”

Meanwhile, the Government Finance Officers Association (GFOA) of the United States and Canada recognized three agencies within West Virginia state government for their excellence in financial reporting. The *Certificate of Achievement for Excellence in Financial Reporting* was awarded to the Consolidated Public Retirement Board, the Board of Risk and Insurance Management, and the Finance Division based on the CAFR of these agencies for the fiscal year ending June

30, 2016.

In offering this prestigious national award, GFOA recognizes conformance with the highest standard for preparation of state and local government financial reports. According to GFOA, the Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

This is the 22<sup>nd</sup> year of receiving this honor for BRIM and the Finance Division and the fifth year for CPRB. The CAFR is judged by an impartial panel to meet the high standards of the program, including demonstrating a constructive “spirit of full disclosure” to clearly communicate its financial story and motivate potential users to read the CAFR.

## Purchasing Division to Host Trainings for Attorneys and High-Level Officials in May

Two specialized trainings are being offered by the West Virginia Purchasing Division in May: a Legal Seminar on State Procurement Practices and the State Officials’ Purchasing Procedures and Purchasing Card Training. The legal seminar is only available to attorneys employed by West Virginia state government while the semi-annual mandatory training is geared to the state’s high-level officials.

This is the first ever Legal Seminar on State Procurement Practices offered by the Purchasing Division. This free event is scheduled for Tuesday, May 15, 2018, from 9:00 a.m. to 3:15 p.m. in the Capitol Room of the Caperton Training Center (Building 7) on the Capitol campus. The West Virginia State Bar has recognized this seminar for 5.4 in-house Continuing Legal Education (CLE) credits.

During the seminar, presentations will be offered on the legal issues related to state procurement, including an overview of purchasing processes, privacy issues, ethics in procurement, and other topics. In addition to the Purchasing Division’s General Counsel Jimmy Meadows, presenters will include Sallie Milam from the State Privacy Office, Bob Paulson and Jennelle Jones from the Department of Administration, Kimberly Weber from the Ethics Commission, and John Gray from the Attorney General’s Office. Registration for this training can be completed at [www.state.wv.us/admin/purchase/training/LegalSeminar.shtml](http://www.state.wv.us/admin/purchase/training/LegalSeminar.shtml). Space is limited.

On Thursday, May 10, 2018, the next State Officials’ Purchasing Procedures and Purchasing Card Training, which is co-presented

## Capitol Dome Chandelier Temporarily Removed



As Building 1 undergoes its dome renovations, the State Capitol building has said a temporary goodbye to its chandelier. In February, the General Services Division coordinated with the vendor to oversee the storage and safety of the chandelier. While dismantled and in storage, the chandelier will also be refurbished. Once the dome project has been completed, the chandelier will be re-installed and shining bright once again.

### Chandelier Facts:

- It is made of 10,080 pieces of Czechoslovakian crystal.
- It weighs 4,000 pounds.
- It is 8 feet in diameter.
- It is illuminated by 96 light bulbs.
- It hangs on a 54-foot brass and bronze chain.
- It is suspended 180 feet above the floor.

Please see **LEGAL/MANDATORY TRAININGS, Page 3**

# State Agency Spotlight: CPRB Serves All State Employees

The motto of the West Virginia Consolidated Public Retirement Board (CPRB) is “*Serving those who serve West Virginia*,” and the staff goes above and beyond to honor that pledge. CPRB is responsible for \$15 billion worth of assets and ensuring that all of those who retire from state employment are fully protected.

CPRB administers nine different plans, including the Public Employees Retirement System; the Teachers’ Retirement System; the Teachers’ Defined Contribution System; the West Virginia State Police Death, Disability and Retirement Fund; the West Virginia State Police Retirement System; the Deputy Sheriffs’ Retirement System; the Judges’ Retirement System; the Emergency Medical Services Retirement System; and the Municipal Police and Firefighters Retirement System.

State pension funds have realized an 11.2 percent investment earning so far this budget year. Last budget year, the pension funds saw earnings of 15.8 percent, freeing up about \$20 million in general revenue that legislators were able to appropriate during the 2018-19 budget bill that was passed in March.

CPRB’s busiest times of the year occur around July and October. Under state law, PERS Tier 1 employees who retire on or after October 31 receive credit for the full



**Mission Statement:**  
**The West Virginia Consolidated Public Retirement Board earnestly manages the collection of the members’ contributions, guarantees that all transactions are completed according to the law and in a timely and accurate manner by staff that is discerning, honest, and responsible.**

**Number of Employees:** 100

**Website:** [www.wvretirement.com](http://www.wvretirement.com)

**Telephone:** 304.558.3570

**Address:**  
4101 MacCorkle Ave SE  
Charleston, WV 25304

calendar year, while teachers and school personnel often choose July 1 as their retirement date.

“Our staff worked overtime and on weekends to eliminate the backlog of 2017 retirements, and they are currently preparing for the next wave of retirements this summer,” said Director Jeff Fleck. “I’m proud of the hard work they put in to get caught up, while also implement-

ing and learning COMPASS, which is the new pension administration system.”

Those who are considering retirement should schedule appointments, during which a retirement advisor will explain the retirement process. CPRB’s goal is for new retirees to receive their first check within two weeks of the the last payroll on which they are paid.

## Public Defenders Celebrate Indigent Defense Day

Public Defender Services (PDS) celebrated Indigent Defense Day on March 19, 2018, with the Governor’s Proclamation (shown right). On this day, PDS employees screened the movie *Gideon’s Trumpet*, which highlights the story of Clarence Earl Gideon and his fight for the right to have publicly funded legal counsel for the needy, while leaders also stressed the importance of PDS’s efforts in maintaining the state’s indigent defense system.



## LEGAL/MANDATORY TRAININGS

Continued from Page 2

by the State Auditor’s Office, will be offered as a webinar. This training, which is offered twice annually, is mandatory for high-level state officials as indicated in *West Virginia Code* §5A-3-60. The Code requires all high-level state officials, including “executive department secretaries, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads, and assistant department heads” to annually complete two hours of training on purchasing procedures and purchasing card processes.

Registration for this webinar is limited to 100 individuals. To register, visit [www.state.wv.us/admin/purchase/training/MandatoryTraining.shtml](http://www.state.wv.us/admin/purchase/training/MandatoryTraining.shtml). For those individuals who are unable to attend this live online training, a video recording of this training will be posted on the Purchasing Division’s website following the event.

For more information or questions regarding either the legal seminar or the mandatory training, email [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

# Traveling Flag Makes Stop at Capitol Complex

A special flag was on display at the West Virginia Capitol Complex in February. The “Patriot Flag” is on a journey across America to honor the first responders and others who lost their lives in the attacks on New York City and Washington D.C. on September 11, 2001.

Charleston was the 20<sup>th</sup> state capital the flag visited since its journey began in September 2016, the 15<sup>th</sup> anniversary of 9/11.

The 30-foot by 54-foot flag, which represents the one flown over the 9/11 memorial, is being carried around the country by retired firefighters, who were some of the first responders at the World Trade Center. Charleston firefighters were on hand to help display the flag.

The General Services Division (GSD) coordinates all special events such as this that take place at the Capitol Complex. “It was an honor to have this flag displayed near Building 3, where all employees and visitors to the Complex could see it and remember the first responders who made the ultimate sacrifice,” said GSD Director Greg Melton.

The next scheduled stop for the flag



**The “Patriot Flag” was on display at the West Virginia Capitol Complex in February. Charleston was the 20<sup>th</sup> state capital the flag has visited since it began its journey in September 2016 to honor the men and women who lost their lives on September 11, 2001. The General Services Division coordinated this display.**

was Frankfort, Kentucky.

Individuals interested in conducting an event on the Capitol campus should contact GSD’s Service Desk by call-

ing 304.558.2317, emailing [GSDServiceDesk@wv.gov](mailto:GSDServiceDesk@wv.gov), or stopping by the GSD offices on the 5<sup>th</sup> floor of Building 4 of the Capitol campus.

## Wellness Tip: Need Help With A New Healthy Habit?

By PEIA Wellness Coordinator Cheryl Jackson

Have you ever gotten to a point that you realized there is some lifestyle choice or behavior that you would like to change but you don’t know where to start? Maybe you have been to the doctor and he or she tells you to lose a few pounds or quit smoking because your health either is suffering or will soon. Sometimes these comments are things that we have known for years but, until someone gives us a nudge, we just don’t address them. And then when we are ready, we wonder where to even begin.

First, recognize that behavior change



is difficult and requires a focused effort to be successful. But, even so, sometimes we need someone who has the background and knowledge to help lead us through the lifestyle change. That’s where a health coach comes in. They can help you plan, anticipate challenges and barriers, and overcome obstacles to be successful with the behavior modification for the long term. This needs to be someone we can trust, who respects our privacy, and has the background, training, and education to help.

Below are some attributes to look for in a health coach:

- 1. Rapport** - A good coach should provide the client with a sense of genuine concern. The client should feel comfortable and not threatened in receiving his or her advice. The coach should also be skilled at active listening, be energetic and enthusiastic, and release a warm vibe.
- 2. Good communication skills** - The

coach should be able to talk the client through identifying their strengths, values, motivations, and goals. The coach should mentor the client through how to track and evaluate progress, increase positive self-talk, and navigate through any hurdles. The communication should set up a positive environment for the behavior change to occur.

- 3. Expertise in overall wellness** - The coach should have the background, training, and experience in all aspects of wellness to address underlying issues that may relate to the behavior. For example, if a negative health behavior, such as physical inactivity, is occurring because of stress or relationship issues, then the coach may need to address not only physical wellness but social and stress management as well.

Want to learn more? Check out this research article on health and wellness coaching: <http://journals.sagepub.com/doi/pdf/10.1177/1559827617708562>.

# Incident Management Procedure Defined to Assist Employees in Responding to Cyber Security Threats

All state government employees are encouraged to familiarize themselves with the Incident Management Procedure established by the State Privacy Office and the Cyber Security Office within the Office of Technology (WVOT).

The 11 steps below should be completed following any misuse of computer resources, disruptions to computer systems, or data processing incidents.

1. Ensure that the incident is reported through WVOT's website.
2. Review the initial incident report for details surrounding the incident.
3. Notify department leaders.
4. For information technology (IT) issues, ensure that the appropriate IT personnel are contacted.
5. Activate the department Incident Response Team.
6. In the case of theft, notify law enforcement.
7. Investigate the event. Interview witnesses, list data elements disclosed, determine who was affected, etc.
8. Recover the data elements exposed, if possible.
9. If applicable, follow special rules for the Health Information Portability and Accountability Act, Payment Care Industry data, or Federal Tax Information.
10. Complete the Risk of Comprise Assessment.

**West Virginia Technology**

WVOT Online Computer Security and Privacy Incident Reporting System

Welcome to the State of West Virginia's Office of Technology Online Computer Security and Privacy Incident Reporting System. If this requires IMMEDIATE attention, please call 1-877-558-9966.

Be prepared to provide the following information:

- Contact Information (Name, Phone Number, Agency, Cell/Pager)
- Physical Location of Incident (include building number, room number, etc.)
- Date and Time Incident Occurred
- Is the Incident still ongoing? (yes/no)
- Physical Location of Incident (include building number, room number, etc)
- Date and Time Incident Occurred
- Enter a brief summary of the reported incident. If known, enter what you think has or is happening. Examples of incidents include, but are not limited to:
  - Lost or stolen laptop computers or other portable devices
  - Lost or stolen media that contains sensitive data
  - Rampant computer-virus infections within the State network
  - Loss of system or network functionality
  - A disaster scenario or act of terrorism
  - A prolonged power outage
  - A compromised (hacked) computer or server
  - A defaced Web page
  - An information security policy violation
- Briefly describe the impact of the reported incident. If known, include the number of affected critical systems, computers, networks, users and/or agencies.

**The Office of Technology and State Privacy Office encourage all state employees to be familiar with how to respond to cyber security threats. The Incident Reporting Form is available online along with additional resources.**

11. Complete the investigation, remediate, and take all required action, including submissions of a Post Incident Response Assessment within 30 days of the incident report. Additional information regarding incident management procedures can be found at [privacy.wv.gov](http://privacy.wv.gov) and [technology.wv.gov](http://technology.wv.gov). WVOT's Cyber Security Office may be contacted at [CSO@wv.gov](mailto:CSO@wv.gov) and the state's Chief Privacy Officer Sallie Milam is available at [sallie.h.milam@wv.gov](mailto:sallie.h.milam@wv.gov).

## ACTIVE SHOOTER Continued from Page 1

things," said BRIM Director Mary Jane Pickens. "While it may not be feasible to implement every suggestion, it is critical to think about what can be done. A commitment to consider these strategies and prepare for an active shooter event is essential."

The strategic plan is categorized into three sections: physical mitigation, operational mitigation, and technology mitigation. The physical mitigation plan includes making sure doors and windows are locked and that main entrances have a locked vestibule for visitor authorization purposes; requiring all visitors to produce a photo ID and obtain authorization by a staff member before accessing the building; reducing the number of exposed windows; and trimming foliage that could shield an active shooter.

The operational mitigation plan involves establishing procedures for evacuations, facility lockdowns, and emergency notifications; collecting and circulating a list of emergency phone numbers; training employees on the warning signs of violent and combative behaviors; and teaching response options outlined by the United States Department of Homeland Security.

The final plan, technology mitigation, details installing closed-circuit video surveillance systems and panic devices in vulnerable areas of facilities.

BRIM offers state agencies a free 3½ hour training, "Strategies and Tactics for Surviving an Active Shooter Attack." For more details, contact BRIM at 304.766.2646, extension 57617 or 57608.

## Late March Snow Creates a Winter Wonderful at State Capitol Campus



Photo courtesy of Sheena Lincolnoger

Throughout the month of March, West Virginia saw several snowstorms hitting our area. While many employees are looking forward to springtime, former Department of Personnel employee Sheena Lincolnoger took this picture that captures the beauty of the Capitol campus covered in snow.

# PEIA Hosts Benefit Fairs During April

The Public Employees Insurance Agency (PEIA) will conduct its annual benefit fairs for Plan Year 2019. With multiple upcoming events scheduled around the state, employees are provided the opportunity to speak with representatives from PEIA, the Health Plan, Minnesota Life, Humana, iSelectMD, and Rx Savings Solutions.

Open Enrollment for Plan Year 2019 is April 2-May 15, 2018. Eligible employees may choose to enroll for benefits or update existing benefits online during this time by clicking on the green "Manage My Benefits" button on the PEIA website at [www.wvpeia.com](http://www.wvpeia.com). Open Enrollment changes for Plan Year 2019 are effective July 1, 2018.

The benefit fairs will last from 3 to 7 p.m. in most locations. Exceptions are noted in the listing below. For more information, consult the PEIA Shopper's Guide, which is available online, or call the PEIA Open Enrollment Helpline at 1.877.676.5573.

**April 12 – Charleston (3-6 p.m.)**  
Holiday Inn Express - 100 Civic Center Drive

**April 17 – Beckley**  
Tamarack - 1 Tamarack Park

**April 18 – Huntington**  
Holiday Inn - 800 3<sup>rd</sup> Ave.

**April 19 – Parkersburg**  
Comfort Suites - 167 Elizabeth Pike

**April 24 – Wheeling (3-6 p.m.)**  
WV Northern Community College - 1704 Market St.

**April 25 – Morgantown**  
Lakeview Golf Resort & Spa - One Lakeview Drive

**April 26 – Martinsburg**  
Holiday Inn - 301 Foxcroft Ave.

**Welcome! ...** The Department of Administration is pleased to welcome **Sharon Summers** (Finance); **Chena Hill** (Fleet); **Wanda Balsler** (General Services); and **Melissa Ramsey** (Technology).

**Best Wishes ...** to **Catherine Harless** (CPRB); **Dena Butler** (Fleet); **David Baldwin** (General Services); and **Sheena Lincolnoger** (Personnel), who recently resigned from our department.

**Employee Question of the Month! ...** A big THANK YOU to our employees who have participated in our **Employee Question of the Month**. Last month, we asked you to share your favorite types of music. The most popular genres of music were classic rock, followed by alternative and classical. Department employees also expressed an interest in listening to Americana, EDM/electronic, folk, hip hop/rap, Latin, metal, opera, and reggae.

This month's question is, **"What is your favorite animal?"** Share your comments with us **by April 13, 2018**, or visit [www.surveymonkey.com/r/aprilAnimal](http://www.surveymonkey.com/r/aprilAnimal). Please note that all submissions will be anonymous and may be edited for clarity and length.

**PEIA Open Enrollment...** Open enrollment for PEIA members begins April 2, 2018 and will conclude on May 15, 2018. For more information, please see the article on the left or visit [www.peia.wv.gov](http://www.peia.wv.gov).

**Tell Us About Your Grad! ...** As in the past, **Quotes, Notes & Anecdotes** will be recognizing all of our graduates for this year. If you have a child or grandchild graduating from high school or college, please e-mail Jessica Chambers at [Jessica.L.Chambers@wv.gov](mailto:Jessica.L.Chambers@wv.gov) by April 13, 2018 with the name, school and future plans of your special graduate.

## HAPPY BIRTHDAY ... in April!

Below is a list of Department of Administration employees celebrating their birthdays during the month of April:

Jeffrey Lawrentz.....BRIM	Shelly Ellis.....Personnel
Lora Reynolds.....BRIM	Mark Isabella.....Personnel
Deanne Stevens.....BRIM	James Knapp.....Personnel
Cynthia Adkins.....CPRB	Kim Schleicher.....Personnel
Rosa Burgess.....CPRB	Jeremy Walker.....Personnel
Paul Hardy.....CPRB	Matthew Brummond...Pub.Def.Srvs.
Marcia Howard.....CPRB	Donald Stennett.....Pub.Def.Srvs.
Delorah Logan.....CPRB	April Battle.....Purchasing
Tina Murdock.....CPRB	Samantha Knapp.....Purchasing
Lori Sayre.....CPRB	Melissa Pettrey.....Purchasing
Stefanie Youngblood.....CPRB	Karen Roberts.....Purchasing
Kimberly Weber.....Ethics	John Dotson.....Real Estate
Samantha Chapman.....Finance	Michael Cheeks.....Technology
Jane Shinn.....Finance	Jacqueline Clendenin...Technology
Becky Farmer.....Fleet	Anne Crabtree.....Technology
Jason Agan.....Gen.Srvs.	Melanie Lopez.....Technology
Keith Burdette.....Gen.Srvs.	Byron Lusher.....Technology
Carles Farley.....Gen.Srvs.	Samantha Lutsy.....Technology
Richard Fleshman.....Gen.Srvs.	Carlos Neccuzi.....Technology
Andrew Guz.....Gen.Srvs.	Matthew Nelson.....Technology
Thomas Hackney.....Gen.Srvs.	Ray Perkins.....Technology
James Hawley.....Gen.Srvs.	Matthew Short.....Technology
Edward Thaxton.....Gen.Srvs.	Donna Lipscomb.....Technology
David Williams.....Gen.Srvs.	Jeremy Summers.....Technology
James Cox.....Grievance	Trent White.....Technology
Brenda Gould.....Grievance	Jeffrey Wilson.....Technology
Stephanie Maclellan.....PEIA	Roger Young.....Technology
Teresa Bellamy.....Personnel	

# Administrative Notes

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Jim Justice  
Governor

John Myers  
Cabinet  
Secretary

Diane Holley  
-Brown  
Communication  
Director

Samantha  
Knapp/Editor

Production  
Jess Chambers  
Courtney Sisk  
Johnson

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